

1.1 Grants Clerk (GS-303-05/04)

Form III-3 Position Description

Labor Category:

____ Current or X Proposal Specific Position Description

Date Prepared: 6/9/03

Approving Official: Name Luis A. Arvelo Signature _____

Title: HR Specialist

Position: Grants Clerk (OA), GS-303-04/05.

Minimum Years Experience: For GS-4 = One year of general experience at the lower equivalent grade level. For GS-5 = One year of specialized experience at the lower equivalent grade level.

Minimum Education Requirements: None.

Experience Substitution for Education (if allowed):

For GS-4 = 2 years above high school. For GS-5 = 4 years above high school

Duties:

Provides clerical support to all NIH scientific program development, scientific review, and grants management functions, as well as provides standard logistical support; and manages data.

Abilities/Skills/Knowledge Required by the Position:

Knowledge of the structure of the extramural programs to support Program Directors, Grants Management Specialists / Officers, and Scientific Review Administrators, and to provide them logistical support.

Ability to file, track, and retrieve a wide variety of documents to ensure accuracy and completeness of files, reports, and presentations.

Skill in computer-related processes and software programs, such as Word, Excel, WordPerfect, or Access to file, maintain, and retrieve data.

Knowledge of federal regulations, procedures, and systems to make travel and training arrangements, as well as to order supplies and equipment.

Knowledge of medical/scientific terminology, grammar, spelling, punctuation, and required formats.

Supervisory Controls:

Supervisory or lead personnel make structured assignments to the incumbent on the basis of workload need. Unfamiliar types of applications, internal office procedure modifications and/or problems that arise are referred to them for guidance. Recurring application types are processed on incumbent's own initiative. Work is reviewed for accuracy, completeness, and adherence to instructions and guidelines.

Guidelines:

Guidelines include grants, travel, NIH Public Advisory Group, contract, airline, and hotel references, as well as dictionaries and telephone directories. Guidelines include user manuals with detailed instructions on office automation tasks. Employee must adhere to guidelines without deviation and select and apply instructions for each task or function. Assistance by senior employee, leader, or supervisor may be given in their use.

Grants Clerk (OA)
GS-303-05

I. Introduction

This position is located in the Office of Grants Support Services (OGSS), OER, OD, NIH, as part of the Government's Most Efficient Organization (MEO) that is responsible for providing administrative and technical extramural support in the development, review, and management of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders. The incumbent is responsible for providing clerical services to MEO Task Unit members, Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH employees are located in all the extramural activities and components of the NIH Institutes and Centers. Major duties and responsibilities include providing clerical support to all NIH scientific program development, scientific review, and grants management functions, as well as providing standard logistical support; and managing data. May be assigned to any of the various MEO Task Units, Hubs, or ICs and perform any of the following duties. (Percentages of time may vary depending on workload and scheduling requirements.)

II. Duties and Responsibilities

SUPPORTS PROGRAM, REVIEW, AND GRANTS FUNCTIONS
50%

Receives, reviews for completeness, routes, and stores grant applications and research and development contract proposals. Maintains paper and electronic files. Prints labels and summary statements. Extracts data from applications. Maintains paper or electronic calendar, listservs, directories of e-mail and mailing addresses. Duplicates, collates, and scans documents. Prepares and transmits Council-related documents and correspondence. Types correspondence, such as forms, reports, spreadsheets, and scientific initiatives. Receives and screens phone calls and emails, and routes to appropriate IC staff if necessary. Responds to inquiries. Receives and escorts visitors to proper location.

PROVIDES STANDARD LOGISTICAL SUPPORT FOR MEETINGS
25%

Provides standard logistical support and coordination for scientific conferences, workshops, and site visits, as well as board, Council, and other advisory group meetings. Arranges for meeting facilities and equipment. Arranges Hotel accommodations. Provides basic information to speakers/participants including that related to travel, lodging reimbursement, per diem payment, and honoraria (the standard NIH Consultant fee payment). Prepares and distributes meeting materials and assists with other meeting activities on site, as needed.

Assembles and maintains meeting files. Reviews and distributes incoming mail; and sends or delivers outgoing mail and faxes. Orders supplies and arranges for equipment repairs. Arranges standard and non-standard NIH staff and non-NIH Reviewer and consultant travel and training. Arranges for document disposition and disposal.

MANAGES DATA

25%

Management of standard data in the IMPAC II system including data entry, maintenance and retrieval in the area of Grants Management, Program, and Review including consultant information and rosters, scores, codes, and summary statements. Updates other NIH and local databases. Tracks and reports on competing and non-competing applications and awards. Enters and verifies required basic information on human subjects into IC and IMPAC II Population Tracking databases. Provides data to Supervisor, MEO Specialist, and Hub Manager that will allow MEO performance evaluation.

Performs other related duties as assigned.

III. Factors

Factor 1: Knowledge Required

Knowledge of the structure of the extramural programs to support Program Directors, Grants Management Specialists / Officers, and Scientific Review Administrators, and to provide them logistical support.

Ability to file, track, and retrieve a wide variety of documents to ensure accuracy and completeness of files, reports, and presentations.

Skill in computer-related processes and software programs, such as Word, Excel, WordPerfect, or Access to file, maintain, and retrieve data.

Knowledge of federal regulations, procedures, and systems to make travel and training arrangements, as well as to order supplies and equipment.

Knowledge of medical/scientific terminology, grammar, spelling, punctuation, and required formats to accurately type documents.

Factor 2: Supervisory Controls

Employee Supervisor and Task Leaders make structured assignments to the incumbent on the basis of workload need. Unfamiliar types of applications, internal office procedure modifications, and/or problems that arise are referred to them for guidance. Recurring application types are processed on incumbent's

own initiative. Work is reviewed for accuracy, completeness, and adherence to instructions and guidelines.

Factor 3: Guidelines

Guidelines include grants, travel, NIH Public Advisory Group, contract, airline, and hotel references, as well as dictionaries and telephone directories. Guidelines include user manuals with detailed instructions on office automation tasks. Employee must adhere to guidelines without deviation and select and apply instructions for each task or function. Assistance by senior employee, leader, or supervisor may be given in their use.

Factor 4: Complexity

The work includes various duties involving different, unrelated processes. The incumbent ensures that the clerical process related to grant applications and awards are completed from start to finish. Various applications and awards may be in different and unrelated steps at the same time. Decisions regarding the next step in the process, how this should be done, and which application has next priority are based on the incumbent's knowledge of the application processes, deadlines and commitments to principal investigators and outside reviewers. The incumbent performs complex office automation duties, which require different approaches and methods from one assignment to another.

Factor 5: Scope and Effect

The incumbent ensures that the clerical processes related to grant applications and awards are completed from start to finish. This affects the accuracy and reliability of the review of applications, having impact on the research programs of major universities throughout the country and the institutes within NIH.

Factor 6: Personal Contacts

Internal contacts are with MEO personnel and other NIH staff. Such contacts may not have previously been made. External contacts include leading scientists and administrators from universities, private and public research institutions, industry, special interest groups, and funding agencies. Contacts also include hotel and airline representatives.

Factor 7: Purpose of Contacts

Purpose of contacts is to obtain or disseminate clerical information pertaining to extramural support of grants, review, and scientific programs.

Factor 8: Physical Demands

Walking, bending, and lifting not to exceed 30 pounds. Travel to other NIH buildings.

Factor 9: Work Environment

Work is performed in an office setting.

Grants Clerk (OA)
STATEMENT OF DIFFERENCES

1. FULL PERFORMANCE TITLE, SERIES, AND GRADE: Grants Clerk (OA), GS-303-05
2. ORGANIZATION: OGSS, OER, OD, NIH

_____ GS-04 LEVEL STATEMENT OF DIFFERENCES. The duties and responsibilities of this position are essentially the same as those described in the full-performance position, except that at this level the incumbent performs work with related steps and processes, work is more standard, and receives closer supervision than at the GS-05 level.

| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | | | | | | 1. Agency Position No. | |
|---|--|--|--|---|--|---|--|--|--|--|--|
| 2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Ad Hoc <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Bethesda | | 5. Duty Station Bethesda | | 6. Financial Statements Required <input type="checkbox"/> Employment and Contract Interest <input type="checkbox"/> | | 7. Subject to TA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Explanation (Show any Position record) | | 7. Position Status <input checked="" type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | 8. Position as <input checked="" type="checkbox"/> Supervision <input type="checkbox"/> Manager <input type="checkbox"/> Other | | 9. Sensitivity <input checked="" type="checkbox"/> Non-Sensitive <input type="checkbox"/> Critical Sensitive | | 10. Competitive Level Code | | 11. Agency Use | |
| 12. Classification Grants Clerk (OA) | | 13. Pay Plan GS | | 14. Occupational Code 303 | | 15. Grade 04 | | 16. Initials AA | | 17. Date 6-9-03 | |
| 18. Recommended by Supervisor or Position Office | | 19. Official Title of Position Grants Clerk (OA) | | 20. Pay Plan GS | | 21. Occupational Code 303 | | 22. Grade 04 | | 23. Initials AA | |
| 24. Organizational Title of Position (if different from official title) | | 25. Name of Employee (if vacancy, specify) | | 26. Department, Agency, or Establishment DHHS NIH OD | | 27. Third Subdivision OER | | 28. Fourth Subdivision OGSS | | 29. Fifth Subdivision | |
| 20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. | | 21. Typed Name and Title of Immediate Supervisor David Mineo, Chief, Grants Management Officer, NIDDK, NIH | | 22. Signature David R. Mineo | | 23. Date 6/9/03 | | 24. Position Classification Standards Used in Classifying/Grading Position Grade Level Guide for Clerical and Assistant Work, 6/89. | | 25. Information for Employees: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | |
| 26. Position Review | | 27. Initials | | 28. Date | | 29. Initials | | 30. Date | | 31. Initials | |
| a. Employee (optional) | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | |
| 24. Remarks | | | | | | | | | | | |
| FPL=GS-05 | | | | | | | | | | | |

| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | | | | | | 1. Agency Position No. | |
|---|--|--|--|--|--|--|---|--|----------------------------|------------------------|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other | | | 3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Bethesda | | 5. Duty Station Bethesda | | 6. OPM Certification No. | | |
| Explanation (Show any Position replaced) | | | 7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 10. Contingency Level Code | | |
| | | | 11. Position Status <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Excused (Specify in Remarks) | | 12. Sensitivity <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Non-Sensitive <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Non-Managerial | | 13. Critical Sensitive <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Sensitive | | 14. Agency Use | | |
| 15. Classified/Reviewed by | | | Official Title of Position | | Pay Plan | | Occupational Code | | Grade | | |
| a. Office of Personnel Management | | | | | | | | | | | |
| b. Department, Agency or Establishment | | | | | | | | | | | |
| c. Second Level Reviewer | | | Grants Clerk (OA) | | GS | | 303 | | 05 6.9-03 | | |
| d. First Level Reviewer | | | | | | | | | | | |
| e. Recommended by Supervisor or Justification Office | | | Grants Clerk (OA) | | GS | | 303 | | 05 6/9/03 | | |
| 16. Organizational Title of Position (If different from official title) | | | | | 17. Name of Employee (If vacancy, specify) | | | | | | |
| 18. Department, Agency, or Establishment DHHS | | | | | c. Third Subdivision OER | | | | | | |
| a. First Subdivision NIH | | | | | d. Fourth Subdivision OGSS | | | | | | |
| b. Second Subdivision OD | | | | | e. Fifth Subdivision | | | | | | |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position. | | | | | Signature of Employee (optional) | | | | | | |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that: | | | | | This information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | | |
| a. Typed Name and Title of Immediate Supervisor | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | | | | |
| David Mineo, Chief, Grants Management Officer, NIDDK, NIH | | | | | | | | | | | |
| Signature David R. Mineo | | | | | Date 6/9/03 | | Signature Date | | | | |
| 21. Classification/grading information: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | | 22. Position Classification Standards Used in Classifying/Grading Position Grade Level Guide for Clerical and Assistant Work, 6/89. | | | | | | |
| Typed Name and Title of Official Taking Action Luis A. Arvelo, Human Resources Specialist, OHR, NIH | | | | | Information for Employees: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | | | | | | |
| Signature Luis A. Arvelo | | | | | Date 6-9-03 | | | | | | |
| 23. Position Review | | | | | 24. Remarks | | | | | | |
| a. Employee (optional) | | | | | FPL=GS-05 | | | | | | |
| b. Supervisor | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | |
| 24. Remarks | | | | | | | | | | | |

25. Description of Major Duties and Responsibilities (See Attached)

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